



General Ledger Field Office Cost Transfers Manual



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Entering a GL Account Document

Helpful Hints:

Before you begin entering a GL Account Document it is important to know the following information:

- The GL Account Document (formerly called the BV – balanced voucher) is used to transfer costs from one accounting structure to another accounting structure.
- There are two FBMS roles that can handle GL Account Documents:
 - The **General Ledger Field Office Accountant** role has the capability to create GL Account documents with a VA document type and to park and post them. Only senior general ledger personnel in the field are given the ability to post.
 - The **General Ledger Field Office Accountant 1** role has the capability only to create and park GL Account Documents with either a VA or VB document type. Individuals with this role cannot post documents, and must contact someone with the **GL Field Office Accountant** role when they have created and parked a GL Account Document with a VA document type so that person can post it. If the document created and parked was a VB document type, they must contact either a **GL Financial Accountant** or a **GL Senior Financial Accountant** to post the document, because only these roles can post VB document types.
- The Document Type defines the type of financial document being posted. It always defaults to SB, and needs to be changed to VA or VB accordingly.
 - **VA document type** – this document type is used for expense-to-expense transfers
 - **VB document type** – this document type is used when recognizing an expense and revenue (primarily used when working with the Working Capital Fund).

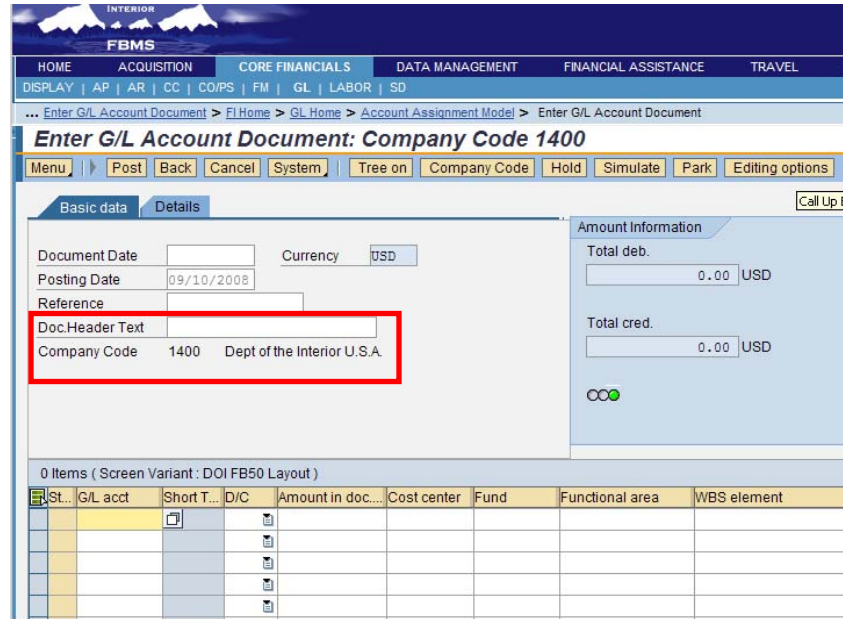
Let's Begin:

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab ➔ **GL** tab ➔ **GL Transactions** folder ➔ **Enter G/L Account Document** to go to the *Enter G/L Account Document Company Code 1400* screen.

Enter a GL Account Document

- 1) When you first enter the *Enter G/L Account* screen, you need to verify the **Document Type** field is displayed.




The Document Type field is usually displayed between the **Doc. Header Text** and **Company Code** fields.

If the Document Type field is not displayed	Go to step 2
If the Document Type field is displayed	Go to Step 7

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- 2) Select **Editing options** the **Editing options** button to display the *Accounting Editing Options* screen.

... Enter G/L Account Document > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | **Editing options**

Basic data | Details

Document Date: [] Currency: USD
 Posting Date: 09/10/2008
 Reference: []
 Doc.Header Text: []
 Company Code: 1400 Dept of the Interior U.S.A.

0.00 USD
 Total cred. 0.00 USD
 COO

0 Items (Screen Variant : DOI FB50 Layout)

St...	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element

- 3) Select the **Doc.type** option drop-down menu.

Accounting Editing Options

Menu | Change user master | Back | Cancel | System

Document entry

General Entry Options

- ☐ Documents only in local currency
- ☐ Amount fields only for document currency
- ☐ Exchange rate from first line item
- ☐ No special G/L transactions
- ☐ Documents not cross-company code
- ☐ Documents must be complete for parking
- ☐ No partner business area in head screen
- ☐ Calculate taxes on net amount
- ☐ Copy text for G/L account entry
- ☐ Do not copy tax code
- ☐ Fast entry via ISR number
- ☐ ISR Entry with Control Display
- ☐ Do not update control totals
- ☐ Automatic Negative Posting

Default document currency

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

Default Company Code

- ☐ No Company Code Proposal

Special options for single screen transactions

- ☐ Hide transaction
- ☐ Propose final amount
- ☐ D/C indicator as +/- sign
- ☐ Display periods
- ☐ Posting in special periods possible
- ☐ Always Use Payment Base Deadline


Doc.type option: **Document type hidden**

- ☐ Document date equals pstg date
- ☐ Complex Search for Business Partner
- ☐ Propose Last Tax Code
- ☐ Tax Code: Only Display Short Text



The **Doc. Type option** field allows you to switch the status of this field from “hidden” to “ready for input”.

- 4) Select the option **Document type ready for input**.



INTERIOR
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HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

... Enter G/L Account Document > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

Accounting Editing Options

Menu | Change user master | Back | Cancel | System

Document entry

General Entry Options

- ☐ Documents only in local currency
- ☐ Amount fields only for document currency
- ☐ Exchange rate from first line item
- ☐ No special G/L transactions
- ☐ Documents not cross-company code
- ☐ Documents must be complete for parking
- ☐ No partner business area in head screen
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- ☐ Copy text for G/L account entry
- ☐ Do not copy tax code
- ☐ Fast entry via ISR number
- ☐ ISR Entry with Control Display
- ☐ Do not update control totals
- ☐ Automatic Negative Posting

Default document currency

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

Default Company Code

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Special options for single screen transactions

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- ☐ Posting in special periods possible
- ☐ Always Use Payment Base Deadline

Doc.type option

- ☐ Document date
- ☐ Complex Search
- ☐ Propose Last Tax Code
- ☐ Tax Code: Only Display Short Text

Document type ready for input

- 5) Select **Change user master** the **Change user master** button to save your entry.



INTERIOR
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HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

... Enter G/L Account Document > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

Accounting Editing Options

Menu | Change user master | Back | Cancel | System

Document entry

General Entry Options

- ☐ Documents only in local currency
- ☐ Amount fields only for document currency
- ☐ Exchange rate from first line item
- ☐ No special G/L transactions
- ☐ Documents not cross-company code
- ☐ Documents must be complete for parking
- ☐ No partner business area in head screen
- ☐ Calculate taxes on net amount
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- ☐ Do not update control totals
- ☐ Automatic Negative Posting

Default document currency

- ☐ Local currency
- ☐ Last document currency used
- ☐ None

Default Company Code

- ☐ No Company Code Proposal

Special options for single screen transactions

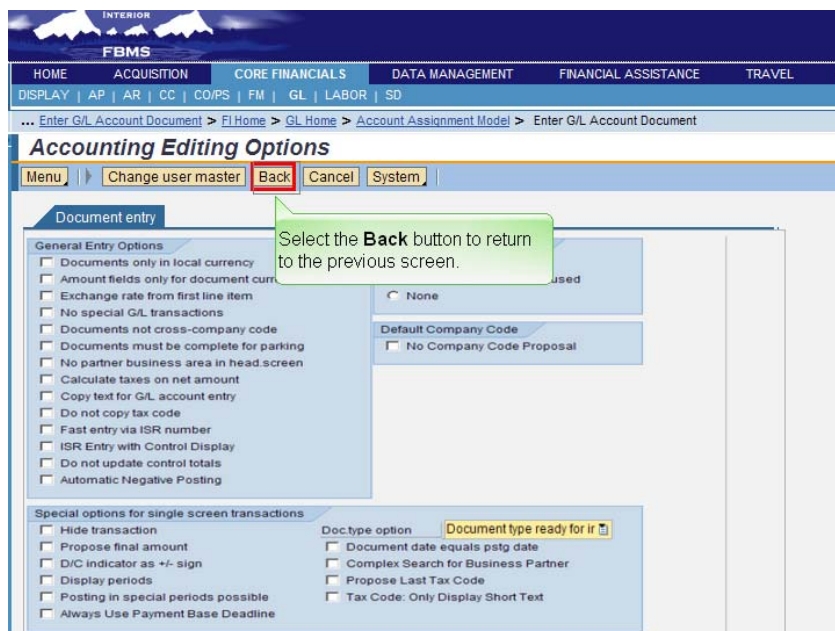
- ☐ Hide transaction
- ☐ Propose final amount
- ☐ D/C indicator as +/- sign
- ☐ Display periods
- ☐ Posting in special periods possible
- ☐ Always Use Payment Base Deadline

Doc.type option

- ☐ Document date equals pstg date
- ☐ Complex Search for Business Partner
- ☐ Propose Last Tax Code
- ☐ Tax Code: Only Display Short Text

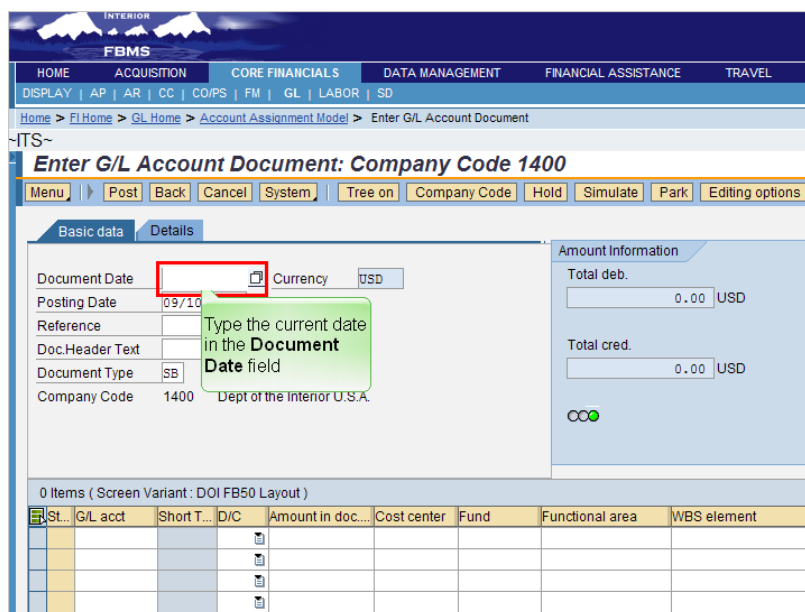
Document type ready for input

- 6) Select **Back** the **Back** button.



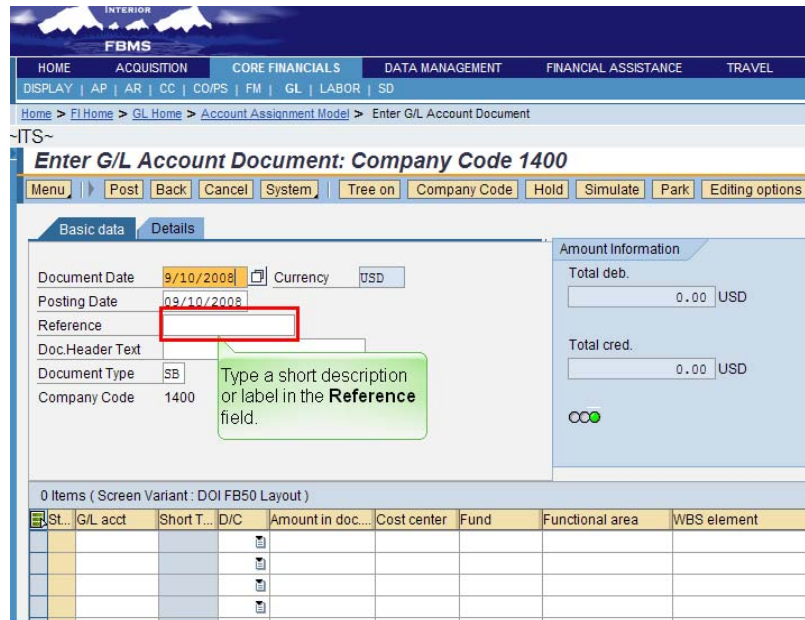

The **Document Type** field now appears between the **Doc. Header Text** and **Company Code** fields.

- 7) Type the current date in the **Document Date** field in the format mo/da/year, or select the drop-down icon to the right of the field to select the date from a calendar.




The **Document Date** is typically the current date.

- 8) Type a short description or label for the document in the **Reference** field (e.g., “cost transfer”).



Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data | Details

Document Date: 9/10/2008 | Currency: USD

Posting Date: 09/10/2008

Reference:

Doc.Header Text:

Document Type: SB

Company Code: 1400

Amount Information

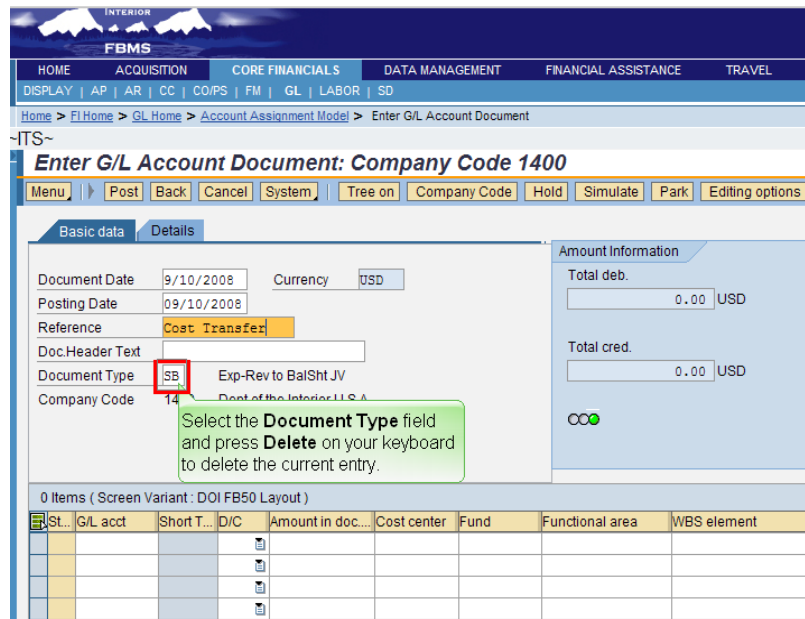
Total deb.: 0.00 USD

Total cred.: 0.00 USD

0 Items (Screen Variant : DOI FB50 Layout)

St...	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element

- 9) Select the **Document Type** field and press **Delete** on your keyboard to delete the current entry, which always defaults to SB.



Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data | Details

Document Date: 9/10/2008 | Currency: USD

Posting Date: 09/10/2008

Reference: Cost Transfer

Doc.Header Text:

Document Type: SB | Exp-Rev to BalSht JV

Company Code: 1400

Amount Information

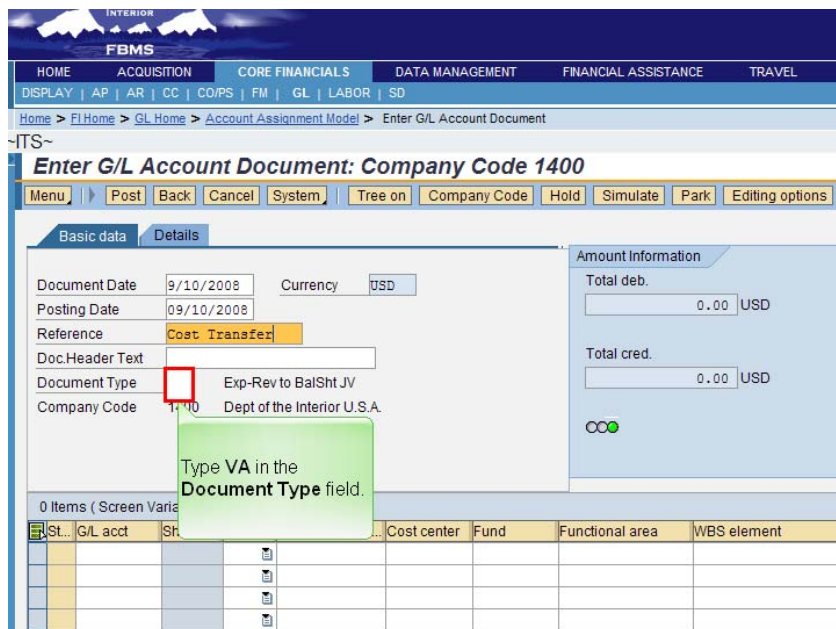
Total deb.: 0.00 USD

Total cred.: 0.00 USD

0 Items (Screen Variant : DOI FB50 Layout)

St...	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element

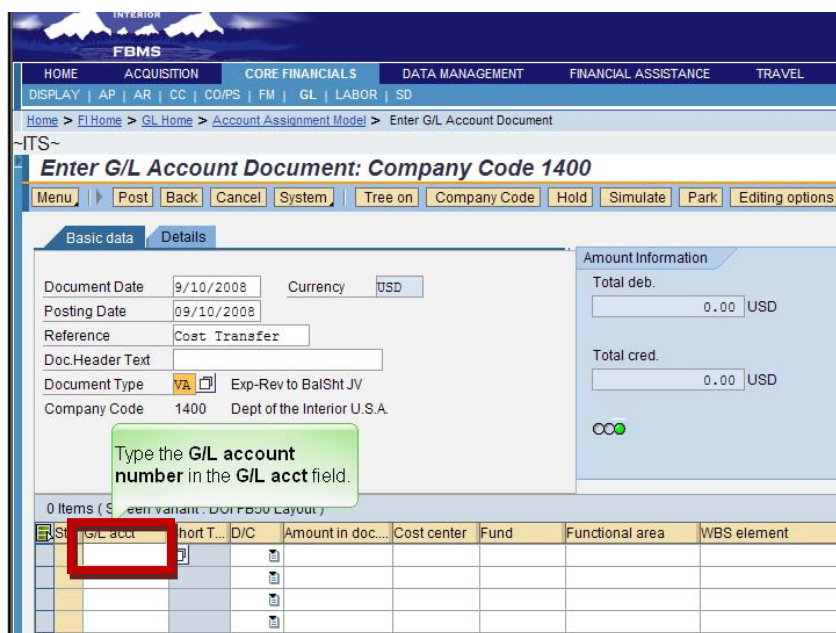
10) Type **VA** or **VB** in the **Document Type** field.




Select **VA** if you are doing an expense-to-expense transfer.

Select **VB** if you are recognizing an expense and revenue (primarily used when working with the Working Capital Fund).

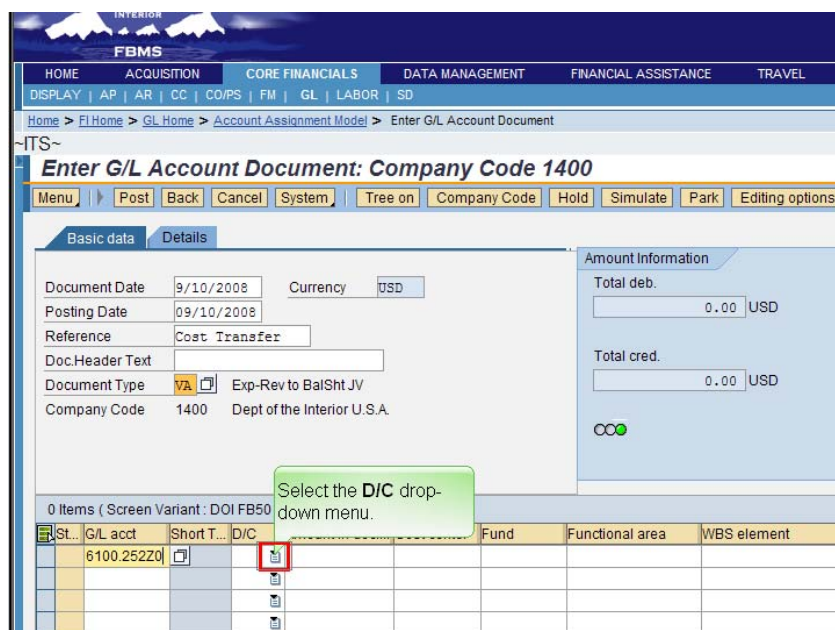
11) For the **Debit** entry, type the **G/L account number** in the **G/L acct** field. You can also use the drop-down menu to the right of the field to search for your G/L account number.





The GL account number will always start with the number 6, with the last 5 digits being the commitment item (formerly called Budget Object Class, or BOC).

12) To indicate that this entry is a debit, select the **D/C** drop-down menu.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 9/10/2008 Currency USD

Posting Date 09/10/2008

Reference Cost Transfer

Doc.Header Text

Document Type VA Exp-Rev to BalSht JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

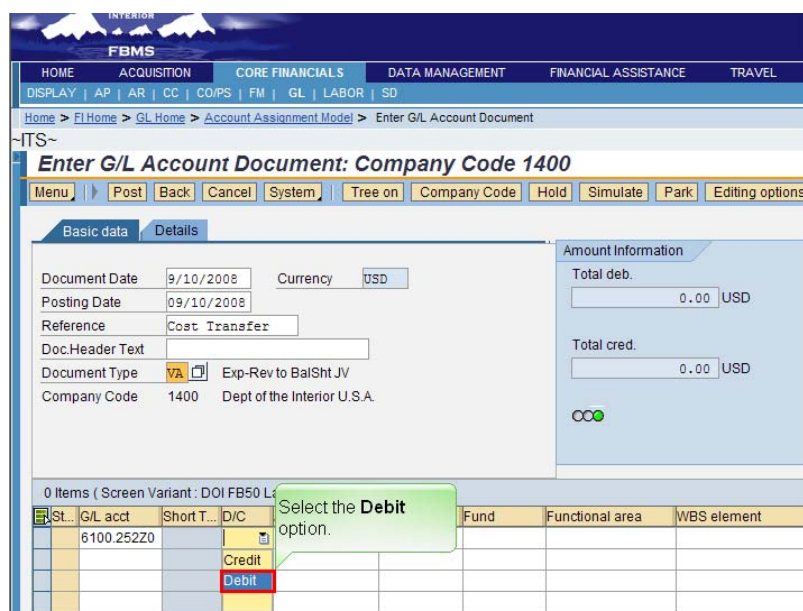
Total deb. 0.00 USD

Total cred. 0.00 USD

0 Items (Screen Variant : DOI FB50

St...	G/L acct	Short T...	D/C	Fund	Functional area	WBS element
	6100.25220					

13) Select the **Debit** option.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 9/10/2008 Currency USD

Posting Date 09/10/2008

Reference Cost Transfer

Doc.Header Text

Document Type VA Exp-Rev to BalSht JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

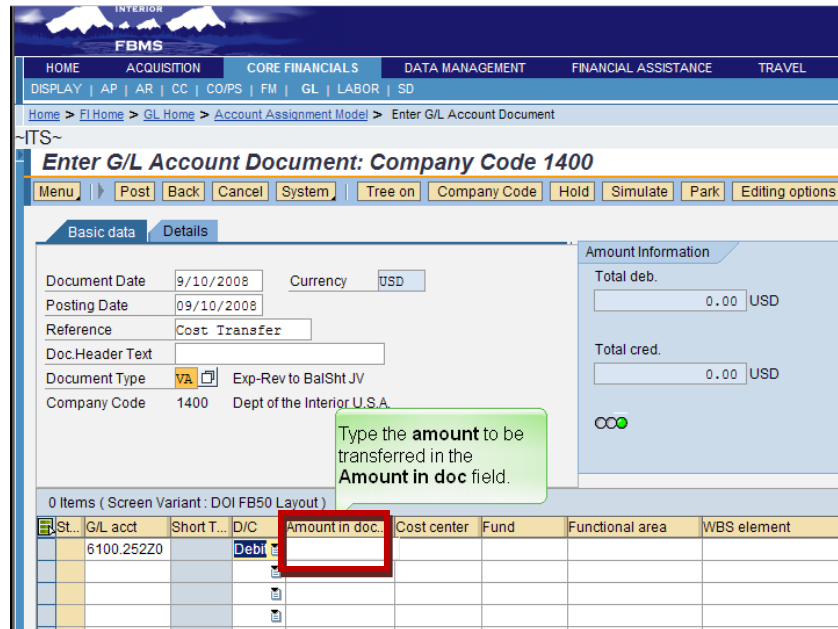
Total deb. 0.00 USD

Total cred. 0.00 USD

0 Items (Screen Variant : DOI FB50 L

St...	G/L acct	Short T...	D/C	Fund	Functional area	WBS element
	6100.25220		Debit			

14) Type the **amount** to be transferred in the **Amount in doc** field.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS-

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 9/10/2008 Currency USD

Posting Date 09/10/2008

Reference Cost Transfer

Doc.Header Text

Document Type 17A Exp-Rev to BalSht JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

Total deb. 0.00 USD

Total cred. 0.00 USD

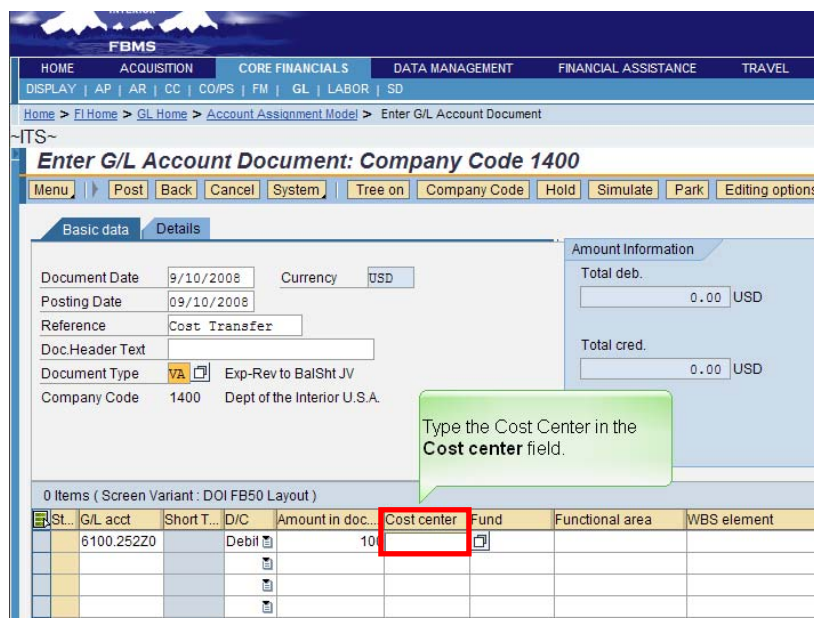
0 Items (Screen Variant : DOI FB50 Layout)

St.	G/L acct	Short T...	D/C	Amount in doc.	Cost center	Fund	Functional area	WBS element
	6100.25220		Debit					



The next several fields, **Cost Center**, **Functional Area**, **Fund**, and **WBS Element** represent your accounting information. **Cost Center** and **Functional Area** are required fields. **Fund** is also a required field, but for some bureaus it may be automatically filled in when you enter cost center and functional area. Whether or not you enter a **WBS Element** also depends upon your bureau's business process.

- 15) Type the Cost Center the in **Cost center** field, or select it from the drop-down menu that appears to the right of the field when you click in it.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 9/10/2008 Currency USD

Posting Date 09/10/2008

Reference Cost Transfer

Doc.Header Text

Document Type VA Exp-Rev to BalSht JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

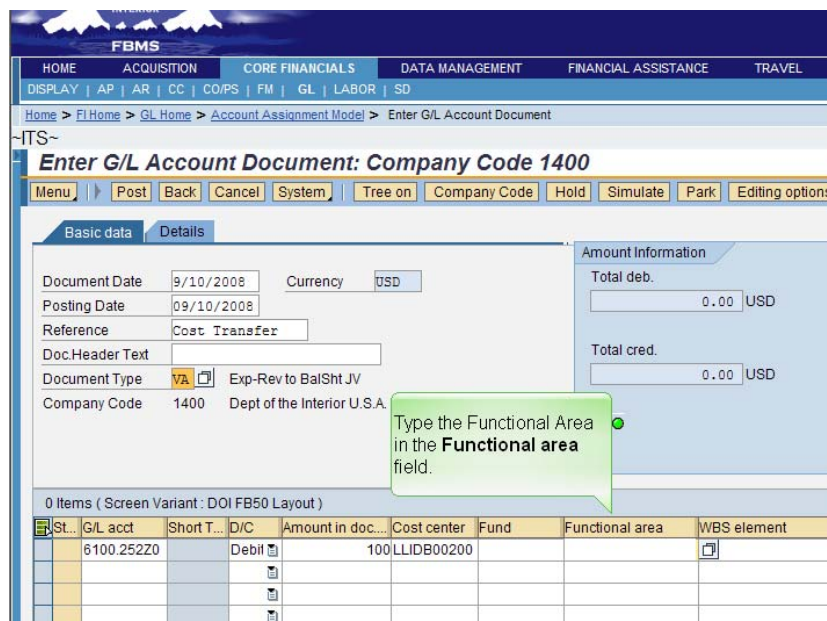
Total deb. 0.00 USD

Total cred. 0.00 USD

0 Items (Screen Variant : DOI FB50 Layout)

ST	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
	6100.25220		Debit	10				

- 16) Type the Functional Area in the **Functional area** field, or select it from the drop-down menu that appears to the right of the field when you click in it.



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HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 9/10/2008 Currency USD

Posting Date 09/10/2008

Reference Cost Transfer

Doc.Header Text

Document Type VA Exp-Rev to BalSht JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

Total deb. 0.00 USD

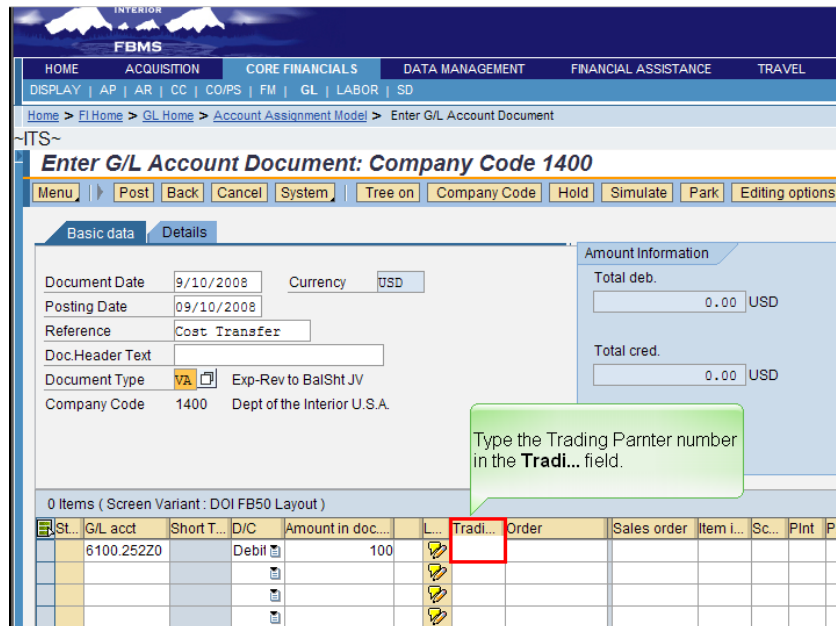
Total cred. 0.00 USD

0 Items (Screen Variant : DOI FB50 Layout)

ST	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
	6100.25220		Debit	100	LLIDB00200			

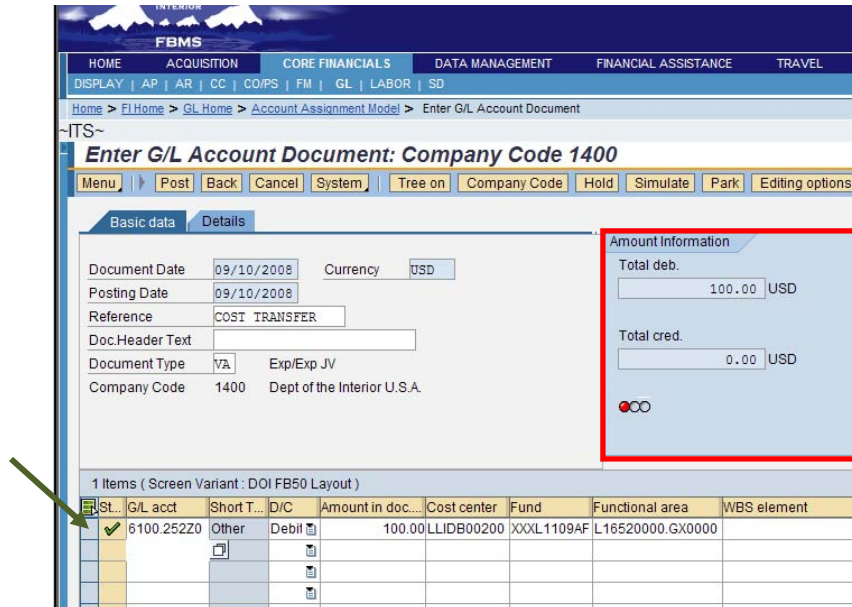
- 17) If your bureau business process requires you to enter the Fund, type it in the **Fund** field, or select it from the drop-down menu that appears to the right of the field when you click in it.

- 18) If your bureau business process requires you to enter the WBS Element, type it in the **WBS element** field, or select it from the drop-down menu that appears to the right of the field when you click on it.
- 19) Optionally, you can type a Trading Partner in the **Trad...** field or click the drop-down menu that appears to the right of the field when you click in it, and select your trading partner from the resulting list.




Enter the trading partner if the expense you are transferring is with another government agency. You may need to use the scroll bar on the bottom of your screen to view the **Trading Partner** field.

20) Press the **Enter** key on your keyboard to validate your Debit entry.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 09/10/2008 Currency USD

Posting Date 09/10/2008

Reference COST TRANSFER

Doc. Header Text

Document Type VA Exp/Exp JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

Total deb. 100.00 USD

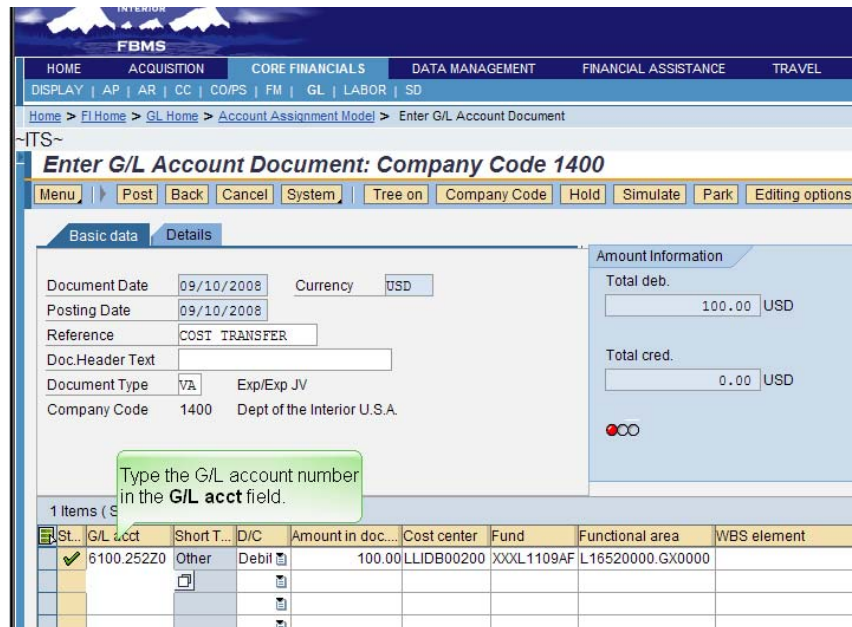
Total cred. 0.00 USD

1 Items (Screen Variant : DOI FB50 Layout)

St...	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
✓	6100.25220	Other	Debit	100.00	LLIDB00200	XXXL1109AF	L16520000.GX0000	

i FBMS updates the **Amount Information** section of the screen with the amount entered in the Debit entry. Notice the red stop light icon that indicates this document is not yet balanced, since you have not yet entered the corresponding Credit entry. FBMS prevents you from saving an unbalanced document. If a green checkmark appears beside the Debit entry you just made, that indicates your debit entry exists in FBMS. If there are any errors in your entry, FBMS will display an error message at the bottom of the screen. The most common error received is invalid accounting information. You will need to correct any errors and repeat this step to validate your Debit entry.

- 21) For the **Credit** entry, type the **G/L account number** in the **G/L acct** field. You can also use the drop-down menu to the right of the field to search for your G/L account number.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 09/10/2008 Currency USD

Posting Date 09/10/2008

Reference COST TRANSFER

Doc.Header Text

Document Type VA Exp/Exp JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

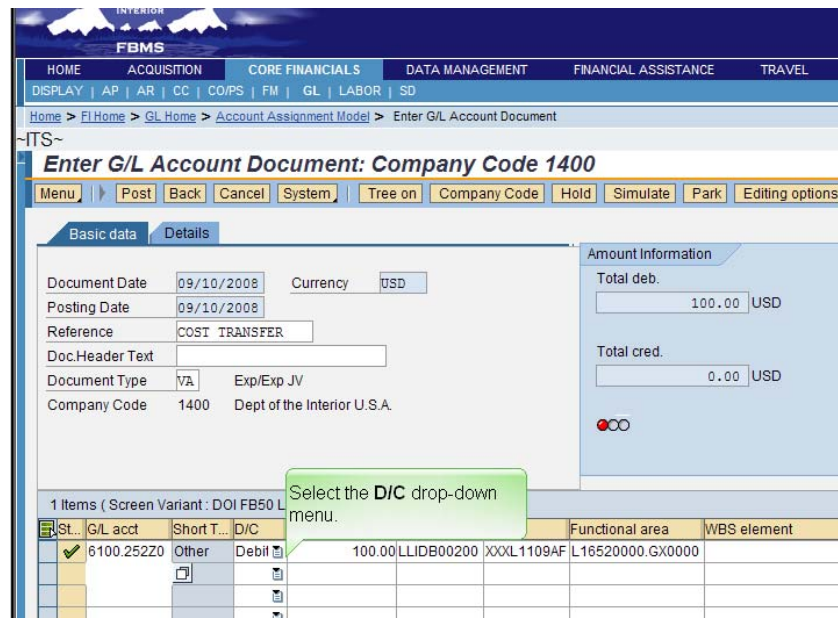
Total deb. 100.00 USD

Total cred. 0.00 USD

1 Items (S

St...	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
✓	6100.252Z0	Other	Debit	100.00	LLIDB00200	XXXL1109AF	L16520000.GX0000	

- 22) To indicate that this entry is a credit, select the **D/C** drop-down menu.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 09/10/2008 Currency USD

Posting Date 09/10/2008

Reference COST TRANSFER

Doc.Header Text

Document Type VA Exp/Exp JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

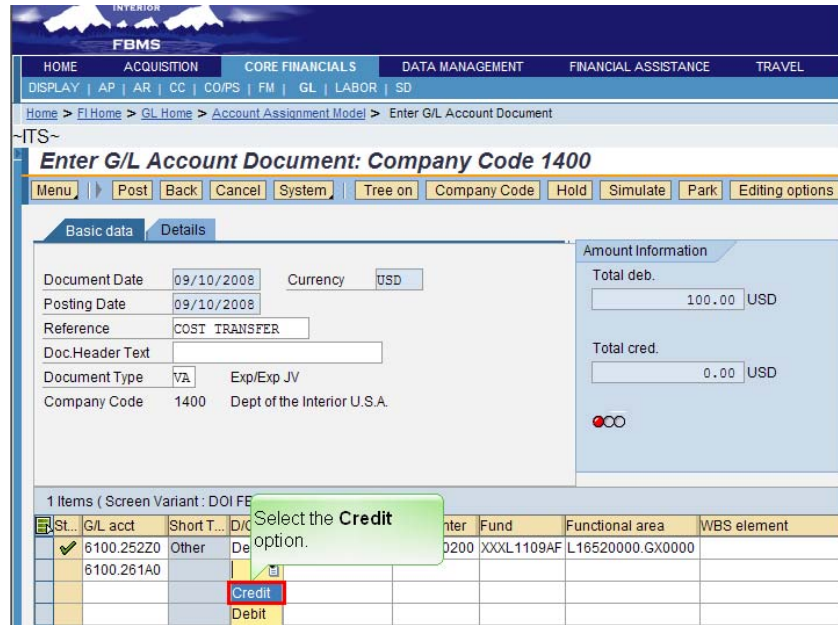
Total deb. 100.00 USD

Total cred. 0.00 USD

1 Items (Screen Variant : DOI FB50 L

St...	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
✓	6100.252Z0	Other	Debit	100.00	LLIDB00200	XXXL1109AF	L16520000.GX0000	

23) Select the **Credit** option.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

~ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 09/10/2008 Currency USD

Posting Date 09/10/2008

Reference COST TRANSFER

Doc.Header Text

Document Type VA Exp/Exp JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

Total deb. 100.00 USD

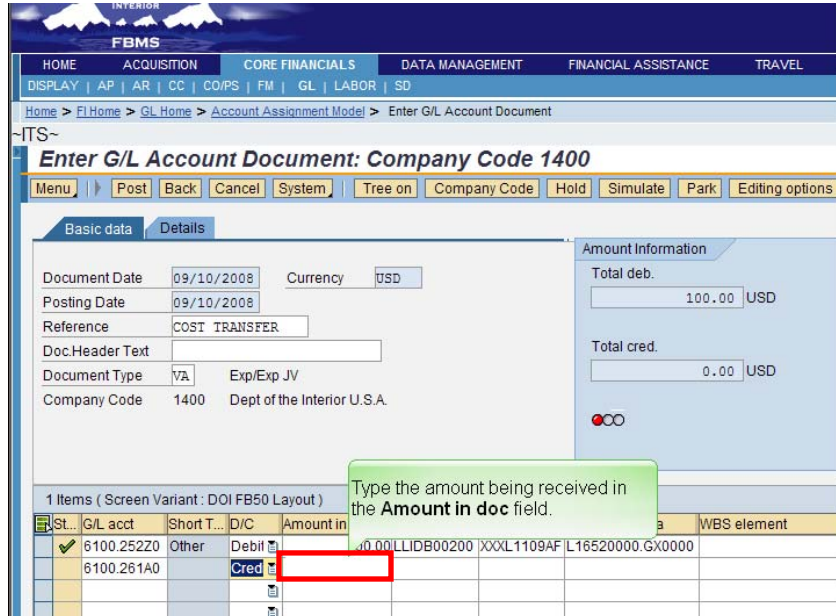
Total cred. 0.00 USD

1 Items (Screen Variant : DOI FE

St...	G/L acct	Short T...	D/C	Enter	Fund	Functional area	WBS element
✓	6100.252Z0	Other	De	0200	XXXL1109AF	L16520000.GX0000	
	6100.261A0						
			Credit				
			Debit				

Select the **Credit** option.

24) Type the **amount** to be received in the **Amount in doc** field.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 09/10/2008 Currency USD

Posting Date 09/10/2008

Reference COST TRANSFER

Doc.Header Text

Document Type VA Exp/Exp JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

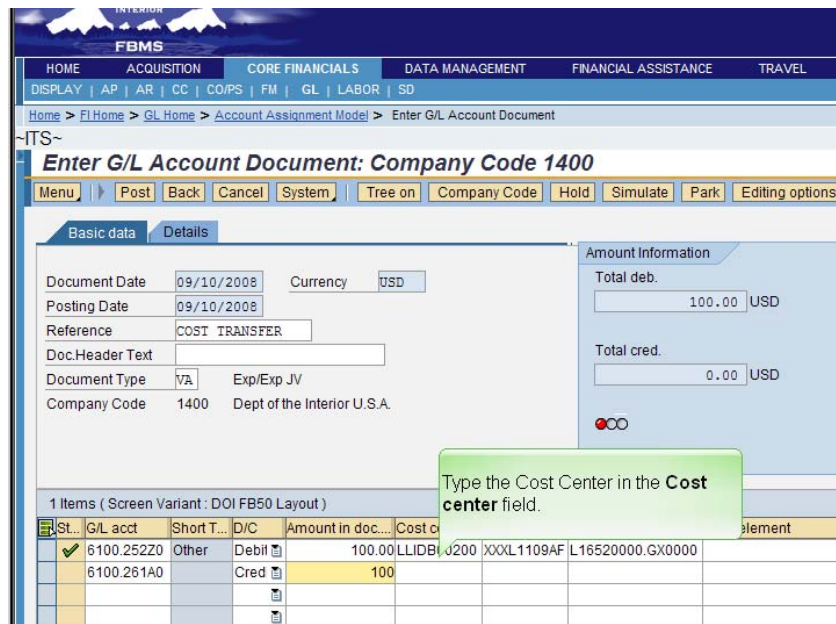
Total deb. 100.00 USD

Total cred. 0.00 USD

1 Items (Screen Variant : DOI FB50 Layout)

St.	G/L acct	Short T...	D/C	Amount in	Cost o	WBS element
✓	6100.252Z0	Other	Debit	100.00	LLIDB00200 XXXL1109AF L16520000.GX0000	
	6100.261A0		Cred			

25) Type the Cost Center the in **Cost center** field or select it from the drop-down menu that appears to the right of the field when you click in it.



FBMS

HOME ACQUISITION CORE FINANCIALS DATA MANAGEMENT FINANCIAL ASSISTANCE TRAVEL

DISPLAY | AP | AR | CC | CO/PS | FM | GL | LABOR | SD

Home > FI Home > GL Home > Account Assignment Model > Enter G/L Account Document

ITS~

Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data Details

Document Date 09/10/2008 Currency USD

Posting Date 09/10/2008

Reference COST TRANSFER

Doc.Header Text

Document Type VA Exp/Exp JV

Company Code 1400 Dept of the Interior U.S.A.

Amount Information

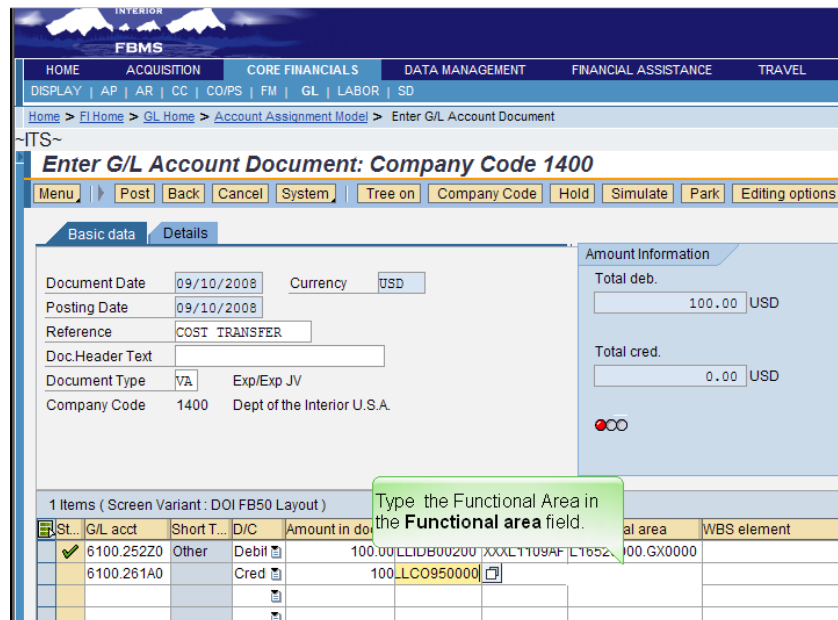
Total deb. 100.00 USD

Total cred. 0.00 USD

1 Items (Screen Variant : DOI FB50 Layout)

St.	G/L acct	Short T...	D/C	Amount in doc...	Cost o	WBS element
✓	6100.252Z0	Other	Debit	100.00	LLIDB00200 XXXL1109AF L16520000.GX0000	
	6100.261A0		Cred	100		

- 26) Type the Functional Area in the **Functional area** field or select it from the drop-down menu that appears to the right of the field when you click in it.



Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options

Basic data | Details

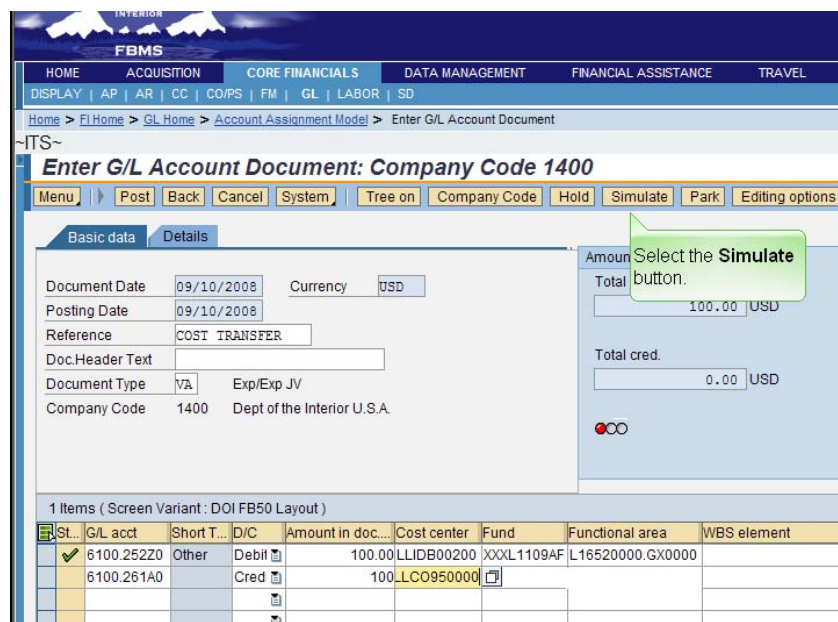
Document Date: 09/10/2008 | Currency: USD
 Posting Date: 09/10/2008
 Reference: COST TRANSFER
 Doc.Header Text:
 Document Type: VA | Exp/Exp JV
 Company Code: 1400 | Dept of the Interior U.S.A.

Amount Information
 Total deb.: 100.00 USD
 Total cred.: 0.00 USD

1 Items (Screen Variant: DOI FB50 Layout)

St.	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
✓	6100.25220	Other	Debit	100.00	LLIDB00200	XXXL1109AF	L16520000	00.GX0000
	6100.261A0		Cred	100.00	LC0950000			

- 27) If your bureau business process requires you to enter the Fund, type it in the **Fund** field, or select it from the drop-down menu that appears to the right of the field when you click in it.
- 28) If your bureau business process requires you to enter the WBS Element, type it in the **WBS element** field, or select it from the drop-down menu that appears to the right of the field when you click on it.
- 29) Select **Simulate** the **Simulate** button



Enter G/L Account Document: Company Code 1400

Menu | Post | Back | Cancel | System | Tree on | Company Code | Hold | Simulate | Park | Editing options


Basic data | Details

Document Date: 09/10/2008 | Currency: USD
 Posting Date: 09/10/2008
 Reference: COST TRANSFER
 Doc.Header Text:
 Document Type: VA | Exp/Exp JV
 Company Code: 1400 | Dept of the Interior U.S.A.

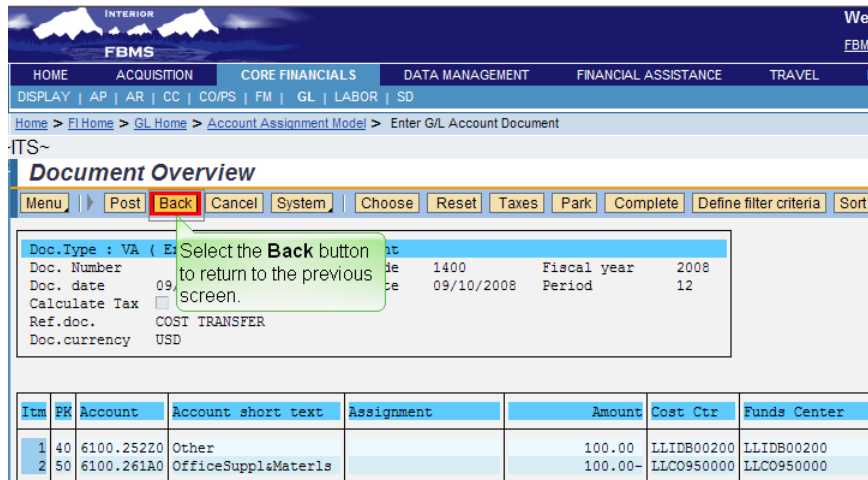
Amount Information
 Total deb.: 100.00 USD
 Total cred.: 0.00 USD

1 Items (Screen Variant: DOI FB50 Layout)

St.	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
✓	6100.25220	Other	Debit	100.00	LLIDB00200	XXXL1109AF	L16520000	00.GX0000
	6100.261A0		Cred	100.00	LC0950000			


 Before posting your entry, you can use the **Simulate** button to get an overview of the document that shows the entries and the balance.

30) Review the information on the document overview screen to see the information you entered and how the document will look when posted, then select **Back** the **Back** button to return to the previous screen.

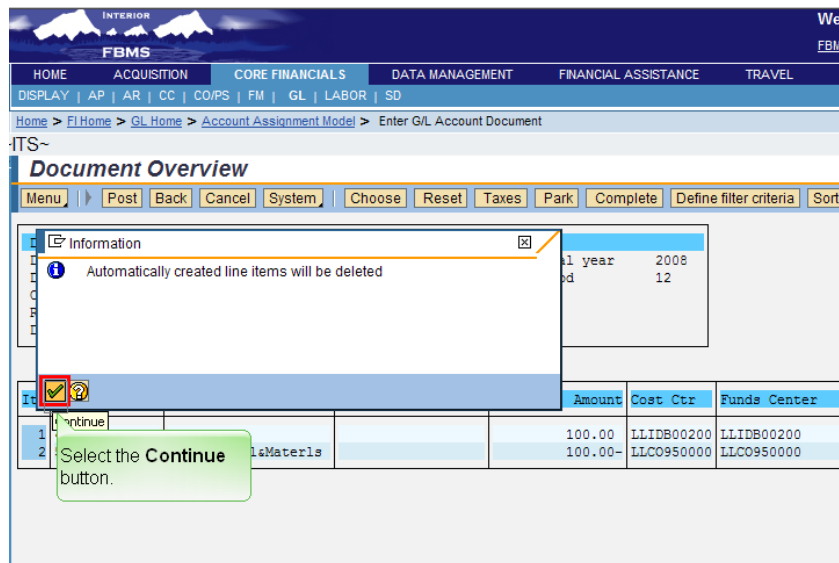


Doc. Type	Doc. Number	Doc. date	Calculate Tax	Ref.doc.	Doc.currency
VA	1400	09/10/2008		COST TRANSFER	USD


Item	PK	Account	Account short text	Assignment	Amount	Cost Ctr	Funds Center
1	40	6100.25220	Other		100.00	LLIDB00200	LLIDB00200
2	50	6100.261A0	OfficeSuppliesMaterials		100.00-	LLC0950000	LLC0950000

 The credit and debit entries are listed in the simulation. An entry with a Posting Key (PK) value of 40 denotes a debit entry. An entry with a PK of 50 denotes a credit entry.

31) Select  the **Continue** button.

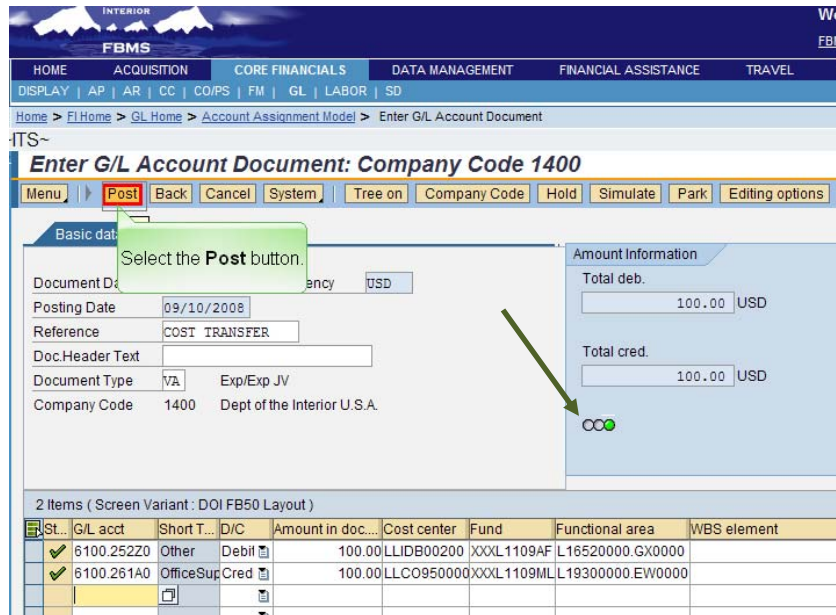


Item	PK	Account	Account short text	Assignment	Amount	Cost Ctr	Funds Center
1	40	6100.25220	Other		100.00	LLIDB00200	LLIDB00200
2	50	6100.261A0	OfficeSuppliesMaterials		100.00-	LLC0950000	LLC0950000

 An information window appears every time you exit a simulated view.

32) Select **Post** the **Post** button or the **Park** **Park** button, depending on your FBMS user role.

If you have the General Ledger Field Office Account role, you can either park or post, but if you have the General Ledger Field Office Accountant Park role, you can only park the document.

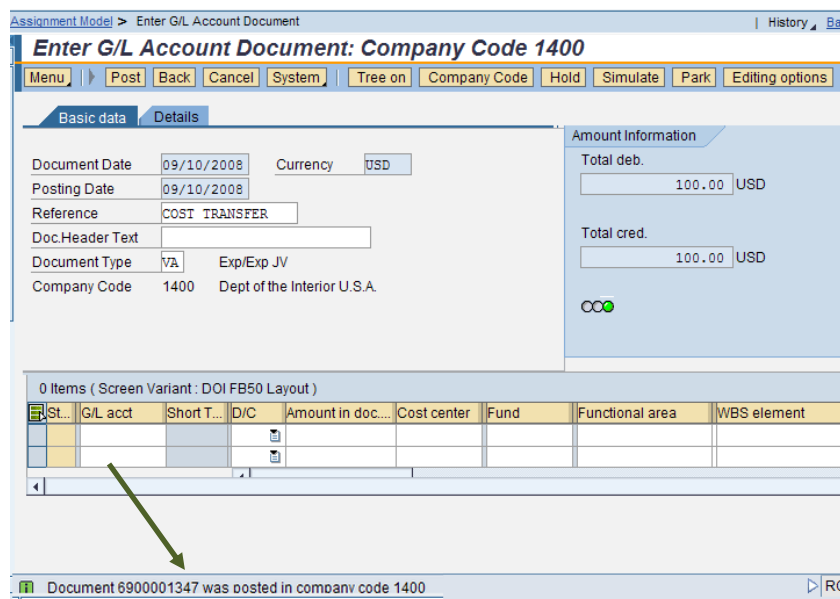


St...	G/L acct	Short T...	D/C	Amount in doc...	Cost center	Fund	Functional area	WBS element
✓	6100.25220	Other	Debit	100.00	LLIDB00200	XXXL1109AF	L16520000.GX0000	
✓	6100.261A0	OfficeSup	Cred	100.00	LLCO9500000	XXXL1109MLL	L19300000.EW0000	




FBMS updates the **Amount Information** section of the screen with the amount entered in the Credit entry. Notice the green stop light that indicates this document is balanced and ready to be posted. Note: A document can simulate correctly but still not post correctly; if this happens, an error message will appear at the bottom of the screen, and you must correct the errors and attempt to post again.

- 33) FBMS displays a message at the bottom of the screen if the document was posted (or parked) correctly.




If you only have access to park but not post a GL Account Document (**General Ledger Field Office Accountant 1** role), once you have parked it you will receive a system message at the bottom of the screen, with a corresponding document number, that the document was parked. You then must give the document number to someone with GL Field Office Accountant role (if it has a VA document type) or someone with either a GL Financial Accountant or GL Senior Financial Accountant role (if it has a VB document type), and request that the document be posted. The document number in the system message below is 6900001477. The last 4 digits of 1400 represent the company code, and are not part of the document number.

 Document 6900001477 1400 was parked

Posting a Parked GL Account Document

Helpful Hints:

Before you begin posting a parked GL Account Document it is important to know the following information:

- Individuals with the **General Ledger Field Office Accountant** role will use this process to post GL Account Documents that have a VA document type.
- Individuals with the **General Ledger Field Office Accountant 1** role are able to create and park GL Account Documents. If the document type is VA, they then must notify someone with the **General Ledger Field Office Accountant** role to request posting of the document.
- The individual with the **General Ledger Field Office Accountant 1** role who created and parked the document should always provide the number of the parked document to the **General Ledger Field Office Accountant** when requesting posting of that document.
- If the individual with the **General Ledger Field Office Accountant 1** role created a GL Account Document with a VB document type, it will have to be posted by either a **GL Financial Accountant** or a **GL Senior Financial Accountant**, since **GL Field Office Accountants** do not have access to post GL Account Documents with a document type of VB.

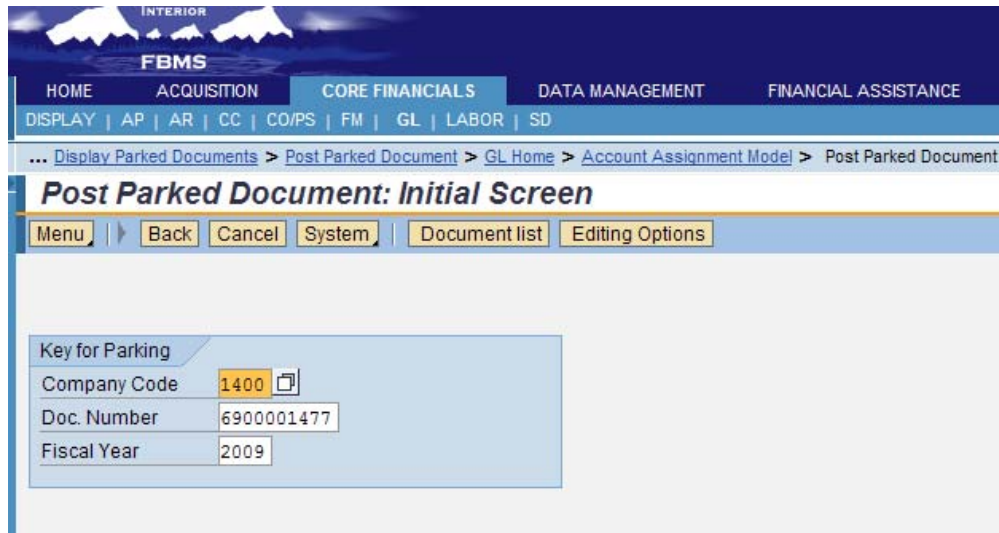
Let's Begin:

Use the following portal path to begin this transaction

- Select **CORE FINANCIALS** tab ➔ **GL** tab ➔ **GL Transactions** folder ➔ **Post Parked Document** to go to the *Post Parked Document: Initial screen*.

Posting a Parked GL Account Document

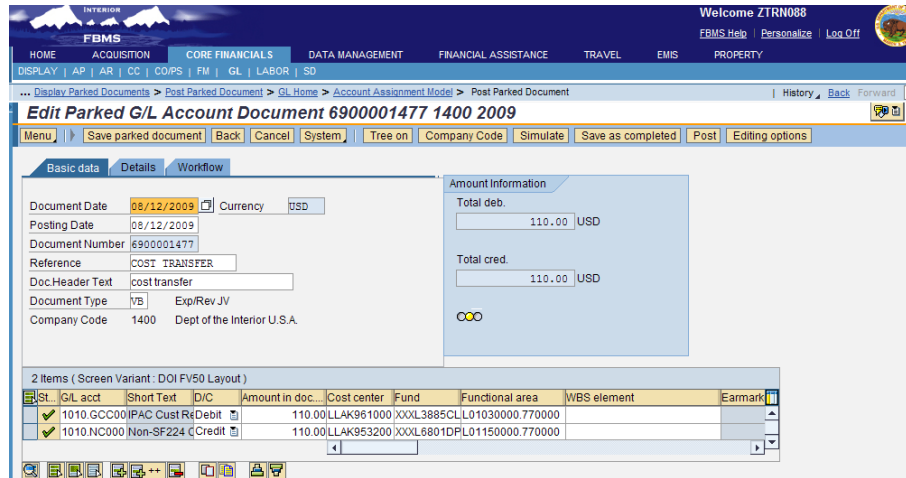
- 1) The company code 1400, representing DOI, will be pre-filled. In the **Doc. Number** field enter the document number of the parked GL Account Document you wish to post.



If the document number is not known, you can click **Document list** the **Document list** button and search for the document number by entering as many criteria as possible. Then click **Execute** the **Execute** button, to see a list of available documents from which to select the document you wish to post.

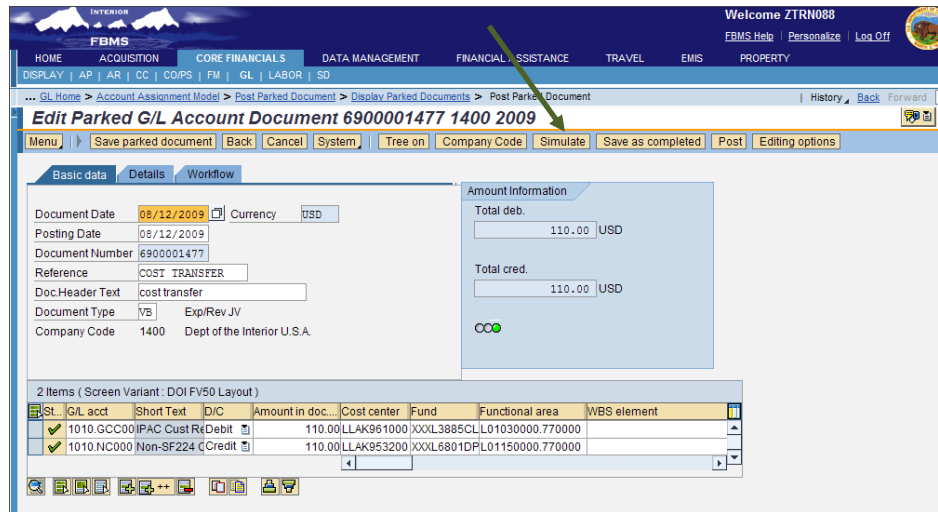
- 2) In the **Fiscal Year** field, enter the 4-digit fiscal year.


- 3) Press the **Enter** key on your keyboard to display the document in the *Edit Parked G/L Account Document* screen.




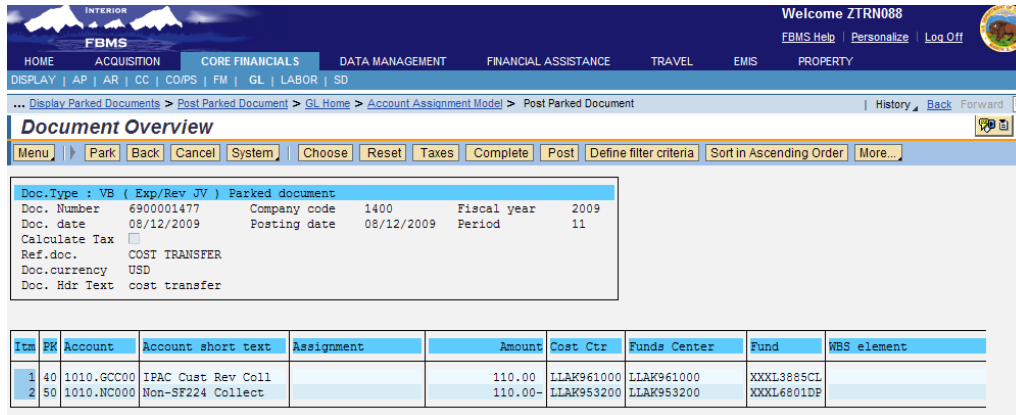
St.	GL acct	Short Text	D/C	Amount in doc.	Cost center	Fund	Functional area	WBS element	Earmark
✓	1010 GCC00	PAC Cust R	Debit	110.00	LLAK961000	XXXL3885CLL01030000.770000			
✓	1010 NC000	Non-SF224	Credit	110.00	LLAK953200	XXXL6801DPL01150000.770000			

- 4) Click **Simulate** the **Simulate** button to preview.



-  Previewing the document provides an overview of the document items and checks for completion. During simulation, FBMS goes through all the checks required for posting the document. If there are any errors, you can edit the document and make corrections.

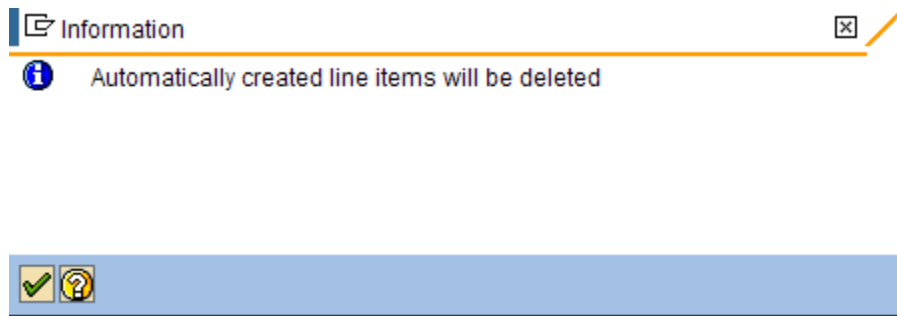
- 4) Preview the document, then select  the **Back** button to return to the previous screen.




Doc.Type	VB (Exp/Rev JV)	Parked document
Doc. Number	6900001477	Company code 1400 Fiscal year 2009
Doc. date	08/12/2009	Posting date 08/12/2009 Period 11
Calculate Tax	<input type="checkbox"/>	
Ref.doc.	COST TRANSFER	
Doc.currency	USD	
Doc. Hdr Text	cost transfer	



Item	PR	Account	Account short text	Assignment	Amount	Cost Ctr	Funds Center	Fund	WBS element
1	40	1010.GC000	IPAC Cust Rev Coll		110.00	LLAK961000	LLAK961000	XXXL388SCL	
2	50	1010.NC000	Non-SF224 Collect		110.00-	LLAK953200	LLAK953200	XXXL680IDF	

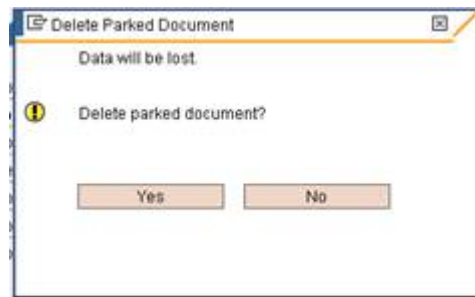
- 5) When the Information pop-up box appears, click  the **Continue** button.



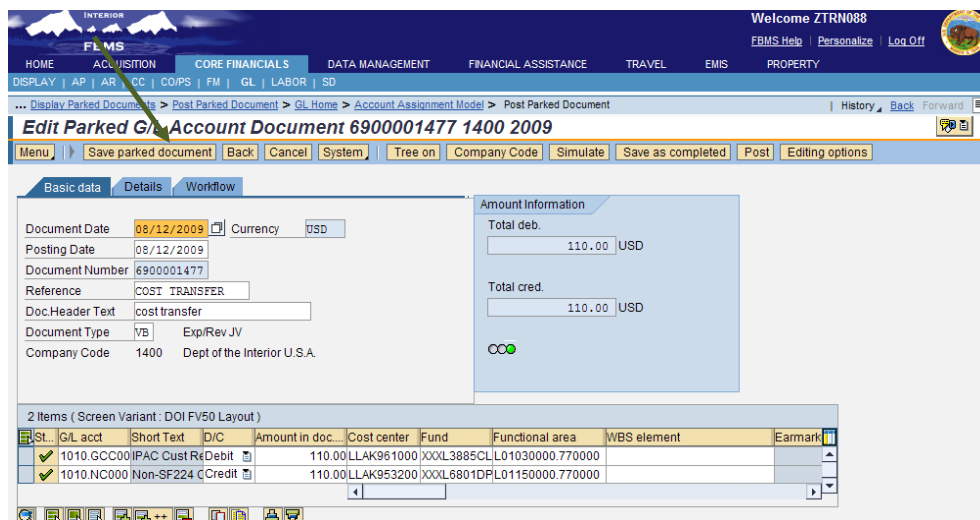
Information [X]


 Automatically created line items will be deleted

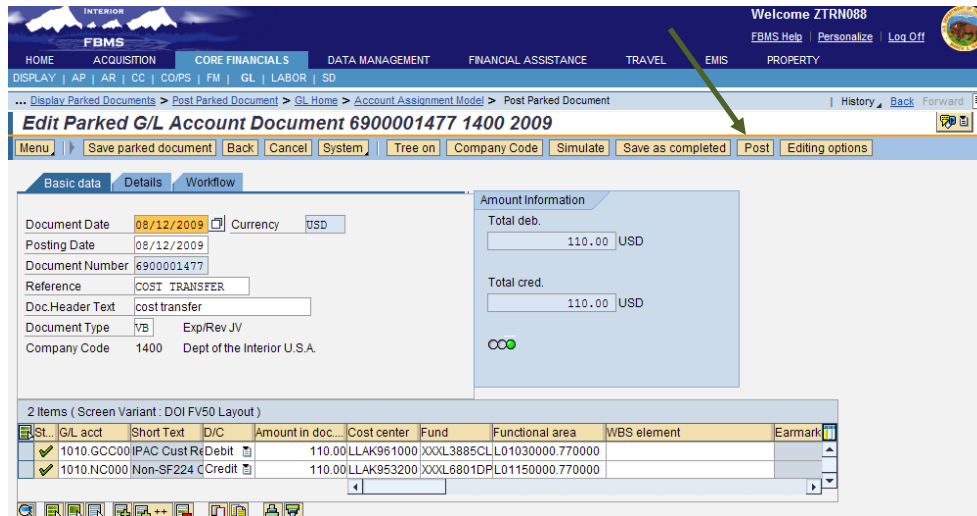
 

If you need to edit the document before you post it	Go to step 6
If you do not need to edit the document and want to post it	Go to Step 7
If you want to delete the document	<ol style="list-style-type: none"> Click Menu the Menu button, and select Document → Delete Parked Document  <ol style="list-style-type: none"> Click Yes the Yes button, to delete the parked document.

6) In the *Edit Parked G/L Account Document* screen, make the necessary edits to the document, then click **Save parked document** the **Save parked document button** to save your changes.




7) Click  the **Post** button, to post the parked document.




Document Date: 08/12/2009 Currency: USD
Posting Date: 08/12/2009
Document Number: 6900001477
Reference: COST TRANSFER
Doc.Header Text: cost transfer
Document Type: VB Exp/Rev JV
Company Code: 1400 Dept of the Interior U.S.A.

Amount Information
Total deb.: 110.00 USD
Total cred.: 110.00 USD

St.	G/L acct	Short Text	D/C	Amount in doc.	Cost center	Fund	Functional area	WBS element	Earmark
✓	1010 GCC00IPAC Cust R	Debit		110.00	LLAK961000	XXXL3885CLL01030000.770000			
✓	1010 NC000 Non-SF224	Credit		110.00	LLAK953200	XXXL6801DPL01150000.770000			

 FBMS displays the following warning message at the bottom of the screen: "Financial transaction other than '30' for "Delivered"/"Paid". The transaction is not relevant for funds management and because you are using an expense account, the system is informing you that no funds management data will be updated.

 Financial transaction other than '30' for "Delivered"/"Paid" posting

8) Press the **Enter** key on your keyboard to validate the warning message.

9) Click  the **Continue** button in the Information pop-up box to confirm the posting.

Information Pop-up



Information

 Document 6900000949 was posted in company code 1400